



Fulwood St Peter's CE Primary School and Nursery

## **Communication Policy**

### **Unlocking Potential**

**With the keys of Respect, Compassion, Kindness, Courage, Forgiveness and Love**

#### **Aims**

At St. Peter's we believe that positive communication between families and school is key to engagement in children's learning. It is our aim to enable every member of our school family a safe and secure environment to flourish and live life in all its fullness through a variety of proactive communication strategies on achievement and well-being.

All Communication will be proactive, moving matters forward in a mutually respectful way with all parties benefitting from the partnership.

#### **Rights and Responsibilities**

##### **School will:**

- Act as positive role models in front of pupils.
- Communicate with polite and professional conduct.
- Provide a weekly newsletter.
- Class teachers will summarise class room learning each week.
- Class teachers will snapshot class learning to the school community each week.
- Class Dojo will be monitored by class teachers regularly. Messages will be responded within 2 working days to accommodate staff non-contact time.
- Dates for parent involvement in lessons will be shared termly on the 'Parent Partnership' leaflets.
- Invite parents, with timely notice to share in their child's successes on a Friday Special Achievement worship.

##### **Parents will:**

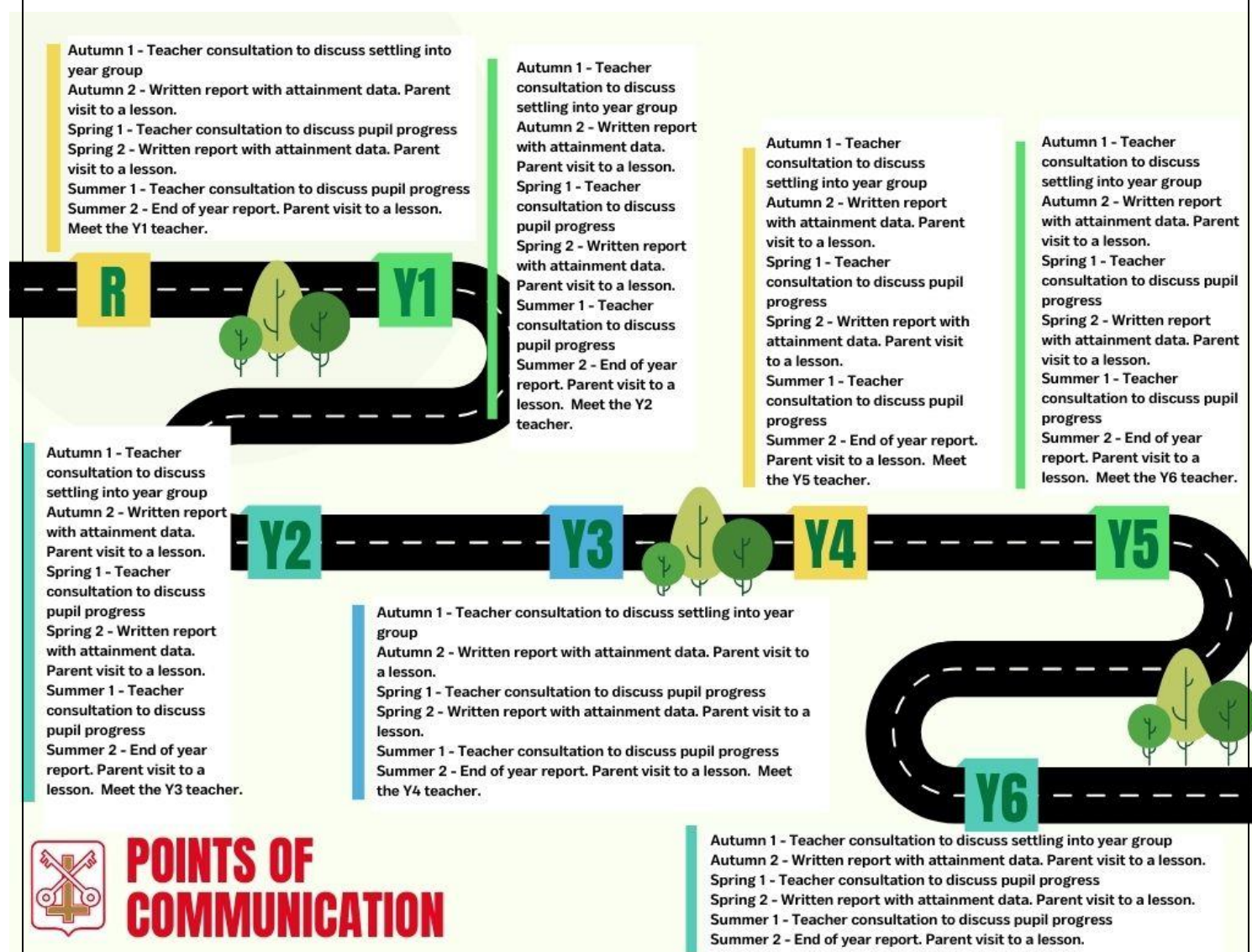
- Act as positive role models in front of pupils.
- Keep school informed of all up to date communication information including phone numbers and addresses.
- Ensure ability to access Class Dojo
- Make use of information channels including the school website, newsletter and Class Dojo.
- Use authorised school procedures in order to avoid diverting time and attention that must be invested directly into pupils' learning and well-being.

## Inclusion for our families

Class Dojo will be used as effectively as possible for written communication so that messages can be easily translated into desired language.

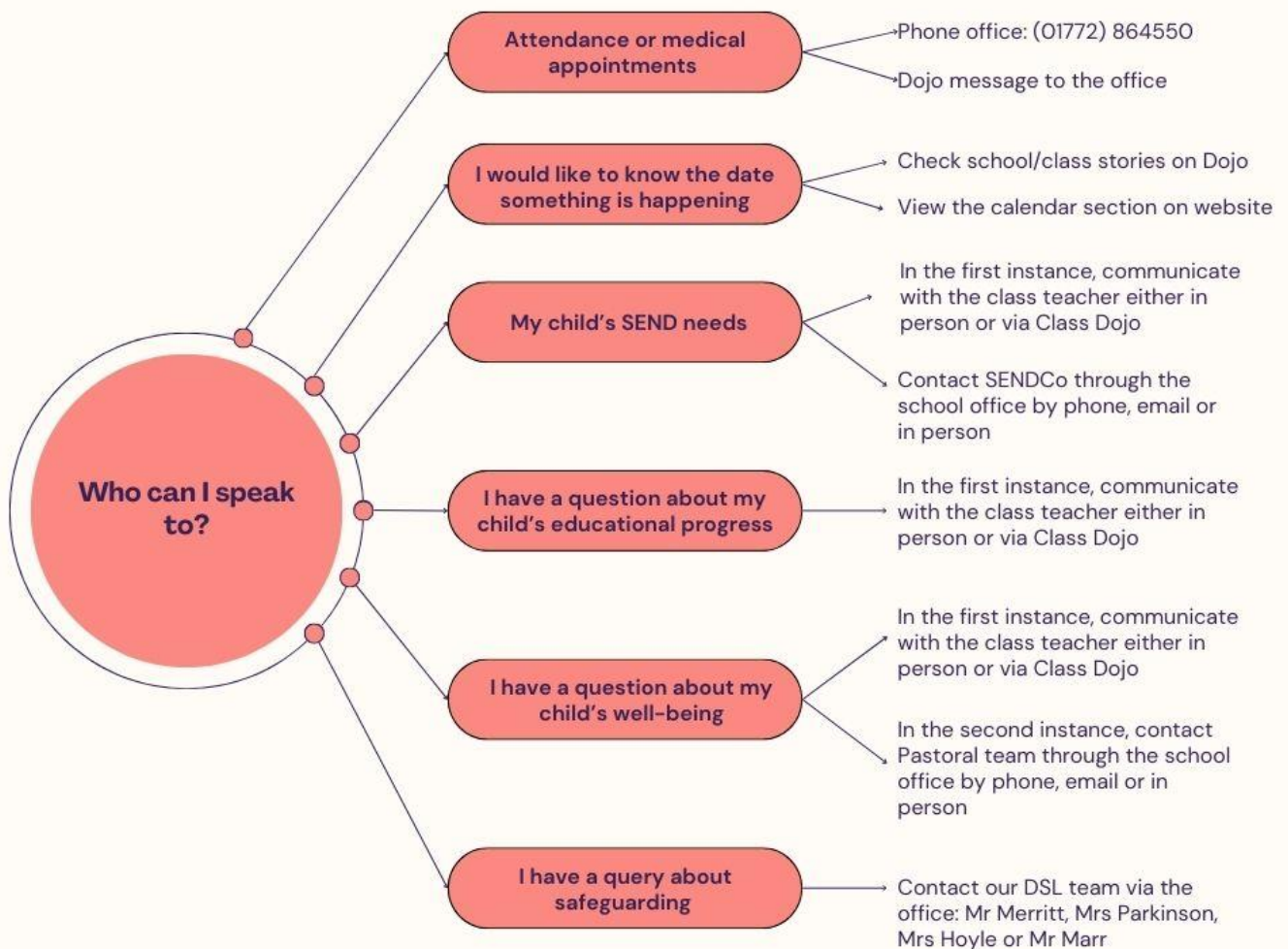
Information will be shared on various communication platforms including Dojo, school website and Parent Partnership Leaflets will also be shared in paper form.

## Points of Communication Timeline



	Autumn	Spring	Summer
<b>Reception</b>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss settling into year group.</li> <li>Written report with attainment data.</li> <li>Parent visit to a lesson.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss pupil progress.</li> <li>Written report with attainment data.</li> <li>Parent visit to a lesson.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss pupil progress.</li> <li>End of year report.</li> <li>Parent visit to a lesson.</li> <li>Meet the Y1 teacher.</li> </ul>
<b>Year 1</b>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss settling into year group.</li> <li>Written report with attainment data.</li> <li>Parent visit to a lesson.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss pupil progress.</li> <li>Written report with attainment data.</li> <li>Parent visit to a lesson.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss pupil progress.</li> <li>End of year report.</li> <li>Parent visit to a lesson.</li> <li>Meet the Y2 teacher.</li> </ul>
<b>Year 2</b>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss settling into year group.</li> <li>Written report with attainment data.</li> <li>Parent visit to a lesson.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss pupil progress.</li> <li>Written report with attainment data.</li> <li>Parent visit to a lesson.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss pupil progress.</li> <li>End of year report.</li> <li>Parent visit to a lesson.</li> <li>Meet the Y3 teacher.</li> </ul>
<b>Year 3</b>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss settling into year group.</li> <li>Written report with attainment data.</li> <li>Parent visit to a lesson.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss pupil progress.</li> <li>Written report with attainment data.</li> <li>Parent visit to a lesson.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss pupil progress.</li> <li>End of year report.</li> <li>Parent visit to a lesson.</li> <li>Meet the Y4 teacher.</li> </ul>
<b>Year 4</b>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss settling into year group.</li> <li>Written report with attainment data.</li> <li>Parent visit to a lesson.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss pupil progress.</li> <li>Written report with attainment data.</li> <li>Parent visit to a lesson.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss pupil progress.</li> <li>End of year report.</li> <li>Parent visit to a lesson.</li> <li>Meet the Y5 teacher.</li> </ul>
<b>Year 5</b>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss settling into year group.</li> <li>Written report with attainment data.</li> <li>Parent visit to a lesson.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss pupil progress.</li> <li>Written report with attainment data.</li> <li>Parent visit to a lesson.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss pupil progress.</li> <li>End of year report.</li> <li>Parent visit to a lesson.</li> <li>Meet the Y6 teacher.</li> </ul>
<b>Year 6</b>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss settling into year group.</li> <li>Written report with attainment data.</li> <li>Parent visit to a lesson.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss pupil progress.</li> <li>Written report with attainment data.</li> <li>Parent visit to a lesson.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher consultation to discuss pupil progress.</li> <li>End of year report.</li> <li>Parent visit to a lesson.</li> </ul>

## Who should I contact?



**This policy will be reviewed annually.**

**Written: April 2025**

**To be reviewed: April 2026**